JOB DESCRIPTION/DUTY STATEMENT

Employee Name: _____ Employee Number: _____

Job Title: Referral/Intake Nurse Shift: _____

Position Description

Los Angeles County Department of Health Services Quarantine and Isolation Medical Shelters

In response to the COVID-19 crisis, Los Angeles County has established eight quarantine and isolation medical shelters to house COVID-infected or COVID-exposed individuals who cannot quarantine or isolate in their homes, either because they don't have a home or because they cannot remain at home given risks to others in their households. The Referral/Intake Nurse can be responsible for intake and referral assignments during the course of the shift. The Referral/Intake Nurse reports to the Charge Nurse and Lead Nurse.

JOB DUTIES/RESPONSIBILITIES:

Intake responsibilities include the following:

- Leads team with provider on intake and assessment of clients, sign ambulance documents, and validate referral information
- Orients clients to routine and expectations for their stay
- Updates chart with admission information
- Notifies Los Angeles County of Mental Health (DMH) per provider order about new clients with potential need for support
- Assists with updating patient's data to the census
- Gives report when transferring care of client
- Assesses referred patient acuity by telephone utilizing QI algorithm
- Follows characteristics of each Q/I site and triage clients accordingly
- Completes intake forms when speaking to referring party
- Consults Provider regarding acuity when uncertain and alerts Charge Nurse to any potential concerns
- Requests and reviews medical records with Provider to anticipate acuity of incoming hospital referrals
- Effectively collaborates with multidisciplinary team in performance improvement endeavors
- Collaborates with the QI leadership team to implement processes to maximize the admissions, discharges and transfers for client flow operations
- Check lab daily for COVID test results, print and distribute to assigned nurses
- Supports Floor Nurse, as needed
- Coordinates with patient transition of care
- Other duties as assigned by the Charge Nurse and Lead Nurse

Date Received: _____ Employee Signature: _____

Date Received: _____ Supervisor Signature: _____